

**MICHOUD ASSEMBLY FACILITY (MAF)**  
**CONTRACTOR EMPLOYEE CLEARANCE FORM (See Instructions)**

NAME OF INDIVIDUAL:	BADGE NUMBER:	EFFECTIVE DATE:	LAST DAY ON DUTY:
OTHER NAME USED:	REASON FOR LEAVING		
CONTRACTOR ORGANIZATION AND ADDRESS:	<input type="checkbox"/> Resignation <input type="checkbox"/> Military <input type="checkbox"/> Suspension <input type="checkbox"/> Retirement <input type="checkbox"/> Separation <input type="checkbox"/> LWOP <input type="checkbox"/> Transfer/TDY <input type="checkbox"/> Termination <input type="checkbox"/> S/L for Maternity		

Company Representative will clear by phone if employee has no obligation except

	ITEM CLEARED	TO BE CLEARED WITH	SIGNATURE OR NAME OF RESP. CLEARING AUTHORITY	SIGNATURE OF COMPANY REPRESENTATIVE
1.	Disposition of Computer Files	Supervisor		
2.	Registered Documents and Classified Materials	Supervisor		Employee Must Clear
3.	NASA Technical Library	Location: 102-1-EH 57 7-2712		Employee Must Clear
4.	Disposition of chemicals	Supervisor		
5.	NASA Programs Tool Cribs: <input type="checkbox"/> Production tool crib <input type="checkbox"/> Facilities Commodities Crib <input type="checkbox"/> Metrology	Location: 103-1-K17 7-4253 Location: 103-5MezP-15 7-4160 Location: 103-1-K15 7-0395		
6.	Government Property	Supervisor		Employee Must Clear
7.	Small Tool Control System <input type="checkbox"/> Phone Service <input type="checkbox"/> Computer Access <input type="checkbox"/> Secure ID Token	Location: 320-2-03 7-2777		Employee Must Clear
8.	Security: <input type="checkbox"/> Security Keys <input type="checkbox"/> Security Containers <input type="checkbox"/> Vehicle Decals <input type="checkbox"/> NASA Badge	Location: 320-1-AA8 7-1266		Employee Must Clear

**COMPANY USE**

9.				
10.				
11.				
12.				

I certify that all government property issued to me has been turned in, accounted for or adjustment made; that all funds advanced to me have been returned, repaid or adjustment made; that obligated service agreements have been completed or a waiver has been approved; that all computer materials and programs, or copies, have been turned in; and that I have no government property or materials in my possession.

SIGNATURE OF EMPLOYEE: